Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

1. STANDARD

1.1. Summary of Standard Changes

1.2. Purpose

The purpose of the Standards and Procedures for the Job Submission Facility (JSF) is to ensure that the application is used and the procedure for doing so is documented.

1.3. Scope

DOA DC Operations makes use of the rigorous Job Submission Facility to submit production jobs during non-prime time for any user agency.

All production jobs run by Operations will be submitted via the Job Submission Facility.

The objective of the Job Submission Facility was designed to fulfill the following requirements.

1) Operations will not enter any variable program data during job submission. Instead, variable input data must be done on-line by the end user and stored within a database or dataset.
2) Jobs will run only with the required RACF definitions that are tailored to a specific application system. This means that operators will not have access to production data.

1.4. Responsibilities

1.5. Definitions and Abbreviations

1.6. Description of Standard

The Job Submission Facility has been setup to handle the following types of jobs.

1) Regular batch jobs. This includes long running batch jobs and batch jobs with backups.
2) Batch jobs with stranger tapes. Stranger tapes will be copied during the day to an IBM dataset that may reside on disk or tape. The stranger tape conversion job may consist of only 1 jobstep and the IBM utility IEBGENER. If desired, an additional step with PGM=DITTO may be added to dump the tape contents if the IEBGENER step failed.
3) Promotion of test or stag members into production. Test or stag members will be copied from the test or stag JOBLIB, JCLLIB, PROCLIB or PARMLIB into the proper production library. Various conversions (as outlined further) will be done to the members.
4) Add new production members after the test or stag members have been OK'd by Quality Assurance.

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

Test job names will start with a '#' sign and the appropriate 2-character agency code. Staging job names will start with an '@' and the appropriate 2 character agency code. Production job names will start with a '$' and the appropriate 2 character agency code. Jobs that require special handling by Operations are required to have a special 2-character code in the 4th and 5th position of the job name. The special 2-character code will be agreed upon between operations and the application group before any jobs are actually named.

A given job for a specific system will be submitted by the Job Submission Facility. The actual JCL for the job will be retrieved from the JOBLIB associated with the agency and system as specified by the requested JOBNAME and system id. The JOBLIB dataset name will be: First three characters of the JOBNAME + 'P.' + system id + '.JOBLIB'.

We see that the agency code being the second and third characters of the JOBNAME fits with the dataset naming standards.

Once a production job has been submitted by operations via JSF, the job will be monitored for job completion. The return codes of the completed job will be compared with the supplied job documentation and appropriate step(s) will be taken. Appropriate steps will include call a contact person, run a supplied restore job, continue running requested jobs, etc.

Internally, the Job Submission Facility will require an access code for each job submitted. Each operator is assigned a unique access code. Each job submitted via JSF will show date, time of submission, the name of the operator that submitted the job, the run authorization (if any) and the system id.

1.7. Implications

1.8. References

1.9. Attachments

2.   JOB SUBMISSION FACILITY PROCEDURES

2.1. Summary of Procedure Changes

2.2. Procedure Details

2.2.1. **12XX.1   Stranger Tapes**

Programmers will supply the entire JCL for the stranger tape to disk or stranger tape to tape conversion using IEBGENER. The conversion job may consist of only 1 jobstep (additional jobstep for PGM=DITTO is allowed, see below). The use of standard labels may be required. JCL will be submitted via the Job Submission Facility with the tape number as a variable. VOL=SER=&STAPE must be coded for the stranger tape number within the programmer supplied JCL. The characters

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION

INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

'&STAPE' should only occur once within the programmer supplied JCL. Also, the characters ' PROC ' must not appear anywhere within the programmer supplied JCL.

A second jobstep may be added if it:

1) contains a PGM=DITTO statement. This has been allowed so the stranger tape may be dumped if the conversion jobstep failed.
2) contains a backward reference to the stranger tape (do NOT use &STAPE again).

An application would want to use standard labels in order to prevent incorrect information from entering their system. The only way to prevent incorrect input (besides incorrect record or block size) from operations hanging the wrong stranger tape is through standard labels. The only way to prevent incorrect input (besides incorrect record or block sizes) from a wrong stranger tape that was sent to the Data Center by the user is through standard labels.

If your application uses standard labels, the naming conventions must be followed. Two other options are available besides standard labels. You may bypass standard labels or use non-label tapes.

A transmittal must come with each stranger tape. An additional transmittal will be required for each Upon Request Job that is to be ran later during the night using the stranger tape information. Stranger tapes will be sent to the tape library for 1 to 2 days after the conversion job and then returned to the original sender.

Application Options to be Considered:

Disk file does not exist. Place tape onto disk -
A) Run job of system listed on transmittal, keying in tape number via JSF.
B) Disk file may be with NEW option, only one tape to specific disk file. If job ran again, job will abort.
C) Disk file may be with MOD option, multiple tapes may be added to the same disk file.
D) Output may also be tape instead of disk for large amounts of data (10+ cylinders).

Application runs -
A) If job is to run OK with no tape input, application JCL must include a MOD on disk file in a previous step. Disk file is created if no tape has been loaded down onto disk. No data is altered if disk file already exists.
B) Disk files from multiple tapes may be concatenated together to form one input within application JCL.
C) Application desired backups would be done at this time.
D) Application runs using the disk file instead of the stranger tape(s).
E) Application deletes disk file as last step.

	STANDARDS AND PROCEDURES	
ARIZONA DEPARTMENT OF ADMINISTRATION		INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

2.2.2. **12xx.2 Promotion of PDS Members**

All test members (see following exception) that are to be converted from test into production must start with the '#' sign followed by the appropriate agency id as the second and third characters. Members (#XXZZZZZ) may reside in the following libraries: #XXP.SSS.JOBLIB, #XXP.SSS.JCLLIB, #XXP.SSS.PARMLIB, #XXP.SSS.ERRLIB or #XXP.PROCLIB, where XX = agency id, SSS = system id and ZZZZZ = unique member name. The one exception is as follows.
Members that reside in the PARMLIB or the PROCLIB may be of any name, but if the member name starts with an '#' sign, the member name MUST follow the above rule. All stag members will follow the same rules, except that the '@' sign is used instead of the '#' sign. Hence, members (@XXZZZZZ) may reside in the following libraries: @XXP.SSS.JOBLIB, @XXP.SSS.JCLLIB, @XXP.SSS.PARMLIB, @XXP.SSS.ERRLIB or @XXP.PROCLIB, where XX = agency id, SSS = system id and ZZZZZ = unique member name. The one exception is as follows. Members that reside in the PARMLIB or the PROCLIB may be of any name, but if the member name starts with an '@' sign, the member name MUST follow the above rule. Prior Quality Assurance approval must be obtained before moving any new member from test or stag into production. The request must be accompanied by the execution listing of any JOBLIB, JCLLIB or PROCLIB member, or a printout of a PARMLIB member. is required information on the request is the System Id, source environment (#(test) or @(stag)), Library Type (JOB, JCL, PARM or PROC) and the Member Name. The EMAIL form DOADC-211 QA Approval Request should be used. The request must be signed or forwarded by an Authorized Signer for the specified system and sent to the QA mailbox within EMAIL (required execution listings and/or printouts would go through regular mail). Turnaround time for prior Quality Assurance approval will be 5 work days maximum. The appropriate Production Job Documentation must also accompany any request for a JOBLIB member. Please note that prior approval is NOT required for ERRLIB members. ERRLIB members are one-time Job changes to existing Production Jobs as a result of a production job ABEND. However, ERRLIB members MUST use the same name as a production job member. The desired JOBLIB, JCLLIB, PARMLIB, PROCLIB or ERRLIB member is changed by the programmer within the appropriate test or stag library.
A DOADC-142 PROMOTE PDS MEMBER form is filled out and sent to HSD PARS within EMAIL by an Authorized Signer prior to 17:00.
On the DOADC-142 form, you specify #PMOVEfor the Job Name if a test member is being promoted. You specify @PMOVE for the Job Name if a stag member is being promoted.

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

You must specify the System Id (eg, SSS) and the Library Type (JOB, JCL, PARM, PROC or ERR). There is room to specify up to twelve (12) member names - all in the same dataset (test or stag, and the same Library Type). The member(s) will then be promoted from the specified library into the appropriate production library by operations before 18:00. After the promotion of any member from test or stag into production, the Project Leader is responsible to review the new production member prior to its execution. You may specify (Yes or No) whether all the requested promotes must be successfully completed prior to running any production jobs for the specified System Id. The default value is YES. You are also able to specify (Yes or No) whether you wish to be contacted AFTER hours if the requested promotes ABEND. The default is No, which means you will be contacted by the Morning Report. If you specify Yes for successfully run and No for after hours contact, then all production jobs would be held up and you would be contacted via the Morning Report.

Normal DOADC-142 requests are sent to HDS PARS between 7 AM and 5 PM. DOADC- 142 requests that are sent between 5 PM and 7 AM because of a production down problem (i.e., ABEND) are to have an 'YES' placed in the Emergency Move field.

If the person making the Emergency Move request (between 5 PM and 7 AM) is not an Authorized Signer, then the Emergency Id for the System must be entered in the place provided on the form. After sending an Emergency Move request to HDS PARS you must also advise Operations (via a phone call) of the presence of an Emergency Move request. The Emergency Move request will be processed as soon as possible. DOADC-142 requests that are sent between 5 PM and 7 AM that must be done at that time and that are NOT the result of a production down problem (i.e., ABEND) will require a phone call from the Project Manager to the Operations Shift Supervisor in order to be processed that night. Any other DOADC-142 requests that are sent to HDS PARS between 5 PM and 7 AM will be processed the next working day. Prior to the promotion of the test or stag member into production, the current production member will be copied to a member name using 'O' instead of the '$' sign (its first character). In this manner, one backup member version will be available. However, if the original member begins with an 'O' (in the case of a parameter or PROC), then no backup member will exist. Please note - this backup member process does NOT occur for members within an ERRLIB library.

A discussion follows for each library type. In each discussion, the exact rules of conversion of test members by #PMOVE and stag members by @PMOVE are listed.

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

JOBLIB Promotion

The JOBLIB contains all JCL that will be submitted by operations. Most of this JCL will be submitted during non-prime time, with stranger tape jobs being ran during the day. All test JOB JCL that will be promoted into production must reside in the test JOBLIB assigned for the given system, i.e. #XXP.SSS.JOBLIB, where XX = agency id, SSS = system id. All stag JOB JCL that will be promoted into production must reside in the stag JOBLIB assigned for the given system, i.e. @XXP.SSS.JOBLIB, where XX = agency id, SSS = system id. All test or stag JOB JCL that will be promoted into production will be required to have three comment cards following the test or stag JOBCARD or the conversion will be stopped. The three cards are //*ACCT=, //*ROOM= and //*PNAM=. The last comment card must be the //*PNAM card. The //*ACCT= is to be followed by the 9 character production account number, the //*ROOM= is to be followed by the 3 or 4 character production destination code, and the //*PNAM= is to be followed by the 20 character roduction banner name. Part I changes. The test or stag JOB JCL will be read through the //*PNAM=   card and a production JOBCARD will be generated. The production JOBCARD will reflect the following changes from the test or stag JOBCARD:

 1) The specified production account number, production room number and the production banner name from the comment cards will be used.

 2) The production JOBNAME will be the same as the member name. The member name will start with an '$' sign instead of the '#' or '@' sign

3) The CLASS on the test or stag JOBCARD will be translated as follows: from to from to E 1 L 2 T 4 A 3 D D R R, and any other class (or non-presence) will stop the conversion.

4) The MSGCLASS on the test or stag JOBCARD will be translated as follows:

From	To		From	To
A	6		M	1
B	B		P	4
X	X		J	9
Z	Z		C	7
N	2		R	5
O	3			

and any other MSGCLASS (or non-presence) will stop the conversion.

5) A NOTIFY=OPR0B will be inserted for operational tracking.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

6) A MSGLEVEL=(1,1) will be specified.

7) A /*JOBPARM SYSAFF= XLO1 card will be inserted into the JCL.

8) A //* comment card stating the date and time when the member was moved into production will also be included.
NOTES - Only the above parameters will be carried into production. That is, any other parameter, such as COND, TIME, RD, REGION, will not be carried over into the production JOBCARD. However, those parameters will be carried over into production when they are found on an EXEC step card. Also, any other JCL or comments found between the test or stag JOBCARD and the //*PNAM comment card will not be placed into the production member.

Part II changes. The rest of the test or stag JOB JCL will be read and written out to production. The following conversion rules will be followed.

1) All JCL lines that start with //* will be written out to production as is (no conversion).

2) All occurrences of #XX will be replaced by $XX (agency id = XX).

3) All occurrences of @XX will be replaced by $XX (agency id = XX).

4) This conversion is for DATACOM / Ideal users. All occurrences of the Ideal Test PROC assigned to the System will be replaced by the Ideal Production PROC assigned to the System. This usually means that all occurrences of IDBATTST will be replaced by IDBATPRD.

5) This conversion is for DATACOM / Ideal users. All occurrences of the Ideal Stag PROC assigned to the System will be replaced by the Ideal Production PROC assigned to the System. This usually means that all occurrences of IDBATSTG will be replaced by IDBATPRD.

6) This conversion is for DATACOM / Ideal users. All occurrences of the DB Utility Test PROC assigned to the System will be replaced by the DB Utility Production PROC assigned to the System. This usually means that all occurrences of DBUTLTST will be replaced by DBUTLPRD.

7) This conversion is for DATACOM / Ideal users. All occurrences of the DB Utility Stag PROC assigned to the System will be replaced by the dB Utility Production PROC assigned to the System. This usually means that all occurrences of DBUTLSTG will be replaced by DBUTLPRD.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

8) All SYSOUT= or SYSOUT=(values will be translated as is done to the MSGCLASS, except the first conversion will be FROM '*' TO '*'.

9) No conversion will occur when the SYSOUT= or SYSOUT=(value is '&SY' or starts with '&SY'. This will allow the use of symbolics for the SYSOUT parameter. The value of the SYSOUT= or SYSOUT=(must be on the same line as SYSOUT= or SYSYOUT=(.

10) All SYSOUT= or SYSOUT=(values will be converted as in above items 8, 9 when a DEST= and its parameter value is coded on the same JCL line and the DEST= value is LOCAL, DOAJES2 or RMTnnn. However, if the DEST= value is not as listed, and the DEST= and its parameter value is on the same JCL line, then the SYSOUT= or SYSOUT=(value will not be converted. This allows printers not on our system (domain) to retain the programmer specified value. NOTE: Do not use remote form Rnnn, please use remote form RMTnnn. Remote form Rnnn may be disallowed in the future.

11) This conversion is for Datacom / Ideal jobs. All //IDEAL.SYSIN cards plus the very next card in the test or stag JOB JCL (should be the sign-on card) will be replaced with the following two JCL cards:
    //IDEAL.SYSIN DD DSN=$DRP.DRM.PARMLIB(CONTROLn),DISP=SHR
    //   DD *,
    where n is the correct control number for the requesting system.

12) No additional 'SIGNON ' cards may appear in the JCL over what was covered by number 9 above.

13) No occurrences of '=SYSDA' may appear in the JCL.

14) All occurrences of ' V LAST ' will be replaced by ' V PROD '.

15) This conversion is for DATACOM / Librarian users. All occurrences of the MUF Test dataset name assigned to the System will be replaced by the MUF Production dataset name assigned to the System. This usually means that all occurrences of MUFTST will be replaced by MUFPRD.

16) This conversion is for DATACOM / Librarian users. All occurrences of the MUF Stag dataset name assigned to the System will be replaced by the MUF Production dataset name assigned to the System. This usually means that all occurrences of MUFSTG will be replaced by MUFPRD.

17) This conversion is for DATACOM / Librarian users. All occurrences of the Librarian Test dataset name assigned to the System will be replaced by the

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

Librarian Production dataset name assigned to the System. Currently, this means that all occurrences of LIBRTST will be replaced by LIBRPRD.

18) This conversion is for DATACOM / Librarian users. All occurrences of the Librarian Stag dataset name assigned to the System will be replaced by the Librarian Production dataset name assigned to the System. Currently, this means that all occurrences of LIBRSTG will be replaced by LIBRPRD. As mentioned previously in this subject, each new JCL must first be approved by QA prior to being moved into production.

JCLLIB Promotion

The JCLLIB contains all JCL that will be submitted by end users from on-line CICS. This JCL will be loaded into a DATACOM Table by an application Ideal program. Of course, the Ideal program will be ran from JCL that resides in the JOBLIB.
All test JCL that will be promoted into production must reside in the test JCLLIB assigned for the given system, i.e. #XXP.SSS.JCLLIB, where XX = agency id, SSS = system id. All stag JCL that will be promoted into production must reside in the stag JCLLIB assigned for the given system, i.e. @XXP.SSS.JCLLIB, where XX = agency id, SSS = system id.
All of the changes documented for JOBLIB will be performed for JCLLIB members, except for the following:
1) The RACF-ID-PWD card required for on-line submitted jobs must come before the //*PNAM card. Best if before the //*ACCT card.

2) The NOTIFY parameter on the JOBCARD will NOT be used.

3) No changes will be made to //IDEAL.SYSIN cards. The required IDEAL-ID-PWD card will remain as specified within the JCL.

4) The use of the DB Utility DBUTLXXX will stop the conversion.

5) The use of MUFXXX dataset(s) will stop the conversion.

6) The use of LIBRXXX dataset(s) will stop the conversion.

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

PARMLIB Promotion:

The PARMLIB contains parameters to be used within your application JCL. No changes (except member names that start with '#' or '@' signs will be converted to '$' sign) will be done to an PARMLIB member. A PARMLIB member will be copied as is into production.

All test PARMS that will be promoted into production must reside in the test PARMLIB assigned for the given system, i.e. #XXP.SSS.PARMLIB, where XX = agency id, SSS = system id. All stag parms that will be promoted into production must reside in the stag PARMLIB assigned for the given system, i.e. @XXP.SSS.PARMLIB, where XX = agency id, SSS = system id.

Of course, PARM members will NOT have a //* comment card containing the date and time of promotion into production.

PROCLIB Promotion:

The PROCLIB contains all PROCS that will be used by an application.

All test PROCS that will be promoted into production must reside in the test PROCLIB assigned for the given system, i.e. #XXP.PROCLIB, where XX = agency id.All stag PROCS that will be promoted into production must reside in the stag PROCLIB assigned for the given system, i.e. @XXP.PROCLIB, where XX = agency id.

Of course, Part I changes documented for JOBLIB will not be performed for PROCLIB members since Part I are JOBCARD & related changes. However, all of the PART II changes documented for JOBLIB will be performed for PROCLIB members.

ERRLIB Promotion:

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

This is the Control-M restart library. If a production job submitted by Control-M ABENDS and the Job JCL needs to be changed, then the ERRLIB library is used for a one-time job adjustment. The Job is copied into the test/stag ERRLIB and changed by the programmer. Via the regular #/@PMOVE process, the changed job is moved into production. Control-M then submits the changed job from the ERRLIB.

All of Part I and Part II changes documented for the JOBLIB will be performed for ERRLIB members.

Please note three differences between JOBLIB and ERRLIB. ERRLIB will not need prior QA Approval, nor will a backup member be kept (that starts with an O). Also, a production member must already exist within the production JOBLIB with the same name in order to promote a ERRLIB member.

The fourth difference is a big difference. Every AM (about 7:30 AM) the current ERRLIB with all of its members (or lack thereof) will be deleted and recreated. So, when using the ERRLIB for restart purposes, please keep this deletion of the ERRLIB in mind.

The fifth difference is another big difference. Control-M always submits a job from the ERRLIB instead of the JOBLIB whenever a like named member exists within the ERRLIB. Therefore, if you make a correction and move a job into the ERRLIB, you must remove it (via the regular JSF $DELET process) if you plan on having Control-M submit the job from the JOBLIB (unless of course, the ERRLIB is deleted at 7:30 AM is just the right timing for you).

12xx.3 Deletion of PDS Members

The DOADC-142 form may be used to delete a member(s) from a production library by specifying $DELET in the Job Name. You must specify the System Id (eg, SSS) and the Library Type (JOB, JCL, PARM, ERR or PROC). There is room to specify up to twelve (12) member names - all in the same dataset (test or stag, and same Library Type). The DOADC-142 form is then sent to HDS PARS within EMAIL by an Authorized Signer prior to 17:00.

The production and the backup member (starting with an 'O') will be deleted from the production library by operations before 18:00.

Please note that for a member(s) to be deleted from a production library, all corresponding test or stag members must not exist within the test and/or stag libraries.

You may specify (Yes or No) whether all the requested deletes must be successfully completed prior to running any production jobs for the specified System Id. The default value is YES. You are also able to specify (Yes of No) whether you wish to

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

be contacted AFTER hours if the requested deletes ABEND. The default is No, which means you will be contacted by the Morning Report. If you specify Yes for successfully run and No for after hours contact, then all production jobs would be held up and you would be contacted via the Morning Report.

Normal DOADC-142 requests are sent to HDS PARS between 7 AM and 5 PM. DOADC- 142 requests that are sent between 5 PM and 7 AM because of a production down problem (i.e., ABEND) are to have an 'Yes' placed in the Emergency Move field. If the person making the Emergency Move request (between 5 PM and 7 AM) is not an Authorized Signer, then the Emergency Id for the System must be entered in the place provided on the form. After sending an Emergency Move request to HDS PARS you must also advise Operations (via a phone call) of the presence of an Emergency Move request. The Emergency Move request will be processed as soon as possible.

DOADC-142 requests that are sent between 5 PM and 7 AM that must be done at that time and that are NOT the result of a production down problem (i.e., ABEND) will require a phone call from the Project Manager to the Operations Shift Supervisor in order to be processed that night. Any other DOADC-142 requests that are sent to HDS PARS between 5 PM and 7 AM will be processed the next working day.

12xx.4 COPYING of PDS MEMBERS

The purpose of this capability is to copy production JCL from test or stag AS IS, that is, with no conversion or validation of standards. This is only done when the JCL is needed to run on a different mainframe, etc. Please note, a test or stag member must exist along with the production member (with its production name) within the test or stag library. Please note that it is the production named member that is copied from the test or stag library.

This capability will be explicitly granted by QA to a specific system after a demonstrated need. Further, this capability will usually be given only for the JCLLIB library.

The DOADC-142 form may be used to copy a production member from a test or stag library AS IS into a production library. To do this, you specify #PCOPY or @PCOPY on form DOADC-142 in the Job Name. You must specify the System Id (e.t., SSS) and the Library Type (usually only JCL is allowed). There is room to specify up to twelve (12) production member names - all in the same dataset (test or stag, and the same Library Type). #PCOPY will take the production named member from the test library and @PCOPY will take the production named member from the stag library.

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		INFORMATION SERVICES DIVISION

Section:	01	Title: Operations
Sub Section:	06	Title: JOB SUBMISSION FACILITY (JSF)
Document:		Title:

The DOADC-142 form is then sent to HDS PARS within EMAIL by an Authorized Signer prior to 17:00.

The test or stag production named member will then be copied AS IS into the appropriate production library by operations before 18:00.

You may specify (Yes or No) whether all the requested copies must be successfully completed prior to running any production jobs for the specified System Id. The default value is YES. You are also able to specify (Yes or No) whether you wish to be contacted AFTER hours if the requested copies ABEND. The default is No, which means you will be contacted by the Morning Report. If you specify Yes for successfully run and No for after hours contact, then all production jobs would be held up and you would be contacted via the Morning Report.

Normal DOADC-142 requests are sent to HDS PARS between 7 AM and 5 PM. DOADC-142 requests that are sent between 5 PM and 7 AM because of a production down problem (i.e., ABEND) are to have an 'YES' placed in the Emergency Move field.
If the person making the Emergency Move request (between 5 PM and 7 AM) is not an Authorized Signer, then the Emergency Id for the System must be entered in the place provided on the form. After sending an Emergency Move request to HDS PARS you must also advise Operations (via a phone call) of the presence of an Emergency Move request. The Emergency Move request will be processed as soon as possible.

DOADC-142 requests that are sent between 5 PM and 7 AM that must be done at that time and that are NOT the result of a production down problem (i.e., ABEND) will require a phone call from the Project Manager to the Operations Shift Supervisor in order to be processed that night.
Any other DOADC-142 requests that are sent to HDS PARS between 5 PM and 7 AM will be processed the next working day.

12xx.5 IDEAL INTERFACE

The standard development environment at the DOA Data Center is the fourth generation language CA/Ideal and the relational database CA/DATACOM/DB. See the DRM Topics documentation for more details.

Ideal programs are first marked to production status within the test environment by an appropriate Ideal Control person. A DOADC-373 PROMOTE IDEAL PGMS form is

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

filled out and sent to HDS PARS within EMAIL by an Authorized Signer prior to 17:00. On the DOADC-373 form ($DRLMODC has already been specified as the Job Name), you must specify the System Id (e.c., SSS), Move Type (A(pplication) or P(rogram)) and the Usage Type (O(nline) or B(atch)) and from 1 through 12 program names that use the same Move & Usage Types.

The Ideal program object(s) will be migrated into the production environment from the test environment by operations after 18:00.

You may specify (Yes or No) whether all the requested promotes must be successfully completed prior to running any production jobs for the specified System Id. The default value is YES. You are also able to specify (Yes or No) whether you wish to be contacted AFTER hours if the requested promotes ABEND. The default is No, which means you will be contacted by the Morning Report. If you specify Yes for successfully run and No for after hours contact, then all production jobs would be held up and you would be contacted via the Morning Report.

Normal DOADC-373 requests are sent to HDS PARS between 7 AM and 5 PM. DOADC- 373 requests that are sent between 5 PM and 7 AM because of a production down problem (i.e., ABEND) are to have an 'YES' placed in the Emergency Move field.
If the person making the Emergency Move request (between 5 PM and 7 AM) is not an Authorized Signer, then the Emergency Id for the System must be entered in the place provided on the form. After sending an Emergency Move request to HDS PARS you must also advise Operations (via a phone call) of the presence of an Emergency Move request. The Emergency Move request will be processed as soon as possible.

DOADC-373 requests that are sent between 5 PM and 7 AM that must be done at that time and that are NOT the result of a production down problem (i.e., ABEND) will require a phone call from the Project Manager to the Operations Shift Supervisor in order to be processed that night.
 Any other DOADC-373 requests that are sent to HDS PARS between 5 PM and 7 AM will be processed the next working day.

12xx.6 LIBRARIAN INTERFACE

CA/Librarian is an interactive dialog based application that provides users with the ability to track, control, and maintain program source code in test , staging and production environments. See the CA/Librarian Processing documentation for more details.

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

 CA/Librarian is used by the DOA Data Center to control all COBOL source for all application systems. Initial development of a COBOL program is to take place within the Librarian environment. When the programs are ready to be moved into the live production environment the source code will be migrated into production Librarian master files by operations. See the CA/Librarian Processing documentation for more details.

The COBOL programs are first moved into the operations Librarian master file by an appropriate Librarian Control person. A DOADC-124 PROMOTE LIBRARIAN form is filled out and sent to HDS PARS within EMAIL by an Authorized Signer by 17:00.

 On the DOADC-124 form ($QASLIBR has already been specified as the Job Name), you must specify the System Id. The Work Order # is optional, and will not be used by Operations. Use the Work Order# to trace the request back to your own paperwork. There is room to specify up to eight (8) member names. With each member name you must also specify a sequence number (SEQ#). Operations will do all SEQ# 1 members first and wait until they are all successfully done. Operations will then move on to SEQ# 2 and so on. This allows copybooks, etc. to be moved in ahead of programs, etc. If you want Operations to promote modules with duplicate names, you must also specify the member type (e.c. SRCLIB, COPYLIB, MAPLIB, JCLLIB. etc.). Member names are duplicate if two or more modules share the same member name and are anywhere within the Promote List. Duplicate member names would occur, for example, if a program and a copybook had the same name.

 If the Librarian Emergency Id is used to fixed the problem, you must enter it in the space provided. The Emergency Id will be revoked upon successful completion of this request.

The member(s) will be migrated into the production Librarian master files by operations after 18:00. If the member is a cobol program, it will be re-compiled into the production environment.

You may specify (Yes or No) whether all the requested promotes must be successfully completed prior to running any production jobs for the specified System Id. The default value is YES. You are also able to specify (Yes or No) whether you wish to be contacted AFTER hours if the requested promotes ABEND. The default is No, which means you will be contacted by the Morning Report. If you specify Yes for successfully run and No for after hours contact, then all production jobs would be held up and you would be contacted via the Morning Report.

Normal DOADC-124 requests are sent to HDS PARS between 7 AM and 5 PM. DOADC-124 requests that are sent between 5 PM and 7 AM because of a production down problem (i.e., ABEND) are to have an 'YES' placed in the Emergency Move field.

If the person making the Emergency Move request (between 5 PM and 7 AM) is not an Authorized Signer, then the Emergency Id for the System must be entered in the place provided on the form. After sending an Emergency Move request to HDS PARS you must also advise Operations (via a phone call) of the presence of an

STANDARDS AND PROCEDURES			
ARIZONA DEPARTMENT OF ADMINISTRATION			INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

Emergency Move request. The Emergency Move request will be processed as soon as possible.

DOADC-124 requests that are sent between 5 PM and 7 AM that must be done at that time and that are NOT the result of a production down problem (i.e., ABEND) will require a phone call from the Project Manager to the Operations Shift Supervisor in order to be processed that night. Any other DOADC-124 requests that are sent to HDS PARS between 5 PM and 7 AM will be processed the next working day.

12xx.7 AUTHORIZED SIGNERS

The DOA Data Center recommendation who the Authorized Signers are for the promotion of test application software into the production environment is Project Leader(s) and above. Proper control over an application dictates that the person who makes a change should not authorize the movement of the change into the production environment. Data Owners specify Authorized Signers by system by filling out the form DOADC-179 OWNER AUTHORIZATIONS.

The DOA Data Center recommendation are that Upon Request Jobs have Authorized Signers supplied by the Data Owners via form DOADC-162 RUN AUTHORIZATIONS.

The DOA Data Center recommendation is that Quality Assurance be made the Authorized Signer for all One-Time Production Jobs. Data Owners specify their choice to the DOA Data Center by filling out form DOADC-179 OWNER AUTHORIZATIONS.

Please see Section DATA OWNER AUTHORIZATIONS for more details.

12XX.8 RUNNING of non-Prod Jobs

Test or stag JCL may be submitted from the test or stag JOBLIB by operations for programmers. Such test or stag jobs are submitted by operations with no monitoring of the job, no error resolution, no notifications to the application group, etc. This is usually the last testing stage before turning the job over to production. However, such JCL must conform to the following items:

1) The JOBCARD must only span two lines.

2) The appropriate ideal.sysin lines must be coded for Ideal programs.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

Form DOADC-170 NON-PROD RUN REQUEST must be filled out and sent to HDS PARS by 16:00. You specify your test or stag Job Name and your System ID. You may over-type 'upon receipt.' with your own running schedule. Please read the Note for Requester (agreement is noted by sending the form to HDS PARS). The Requester notes area is strictly for notes and comments to yourself about the entered request and will not be used by operations.

Note - If an specific test or stag job requires only specific programmers, call Operations or QA. Otherwise, any one may request a test or stag job. As mentioned in Promotion of PDS Members, every test or stag member must be approved by Quality Assurance before the member can be promoted into production. In order for Quality Assurance to approve a test or stag member, an execution listing must be provided to QA that has been submitted by operations from the test or stag libraries.

Each system may have operations submit one automatic test and one automatic stag job during intensive development. This automatic job could serve to backup test or stag data and compress needed LOADLIBS and other PDS. Such an automatic job would be setup to run, for example, when CICSTEST is brought down at night, Monday through Friday, non-holiday only. An automatic job may be requested for only 1 month and must be request at least one week in advance. Also, a request may not span more than 1 calendar month.

12xx.9 ONE TIME PRODUCTION JOBS

One-time production jobs are those jobs which create (or modify) GDG's, create (or modify) production DASD dataset sizes, etc. One-time production jobs do not alter production data (except to delete a dataset that is being re-sized) or read production data or executes user written programs.

To request the running of a one-time production job, please fill out form DOADC-040 ONE-TIME PROD RUN and send it to QA by an Authorized Signer prior to 13:00. You specify the production Job Name and your System ID. Please read the Note for Requester (agreement is noted by sending the form to QA). The Requester notes area is strictly for notes and comments to yourself about the entered request and will not be used by operations. QA will forward form DOADC-040 to Operations to be ran once the request has been validated.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

12XX.10 EMERGENCY PROCEDURES

The following procedures will cover what happens when an application programmer comes in during off-hours to fix an application with an production down problem.

The programmer will, of course, review the production problem.
The programmer will then locate the bug and, when appropriate, reproduce the problem within the test or stag environment. The bug(s) will be corrected and tested within the test or stag environment.

The programmer will review what has been determined with the in-charge Authorized Signer. This will ensure the widest scope on the production problem.

The programmer will then send the appropriate promotion forms via EMAIL to operations under his/her own name and specify the Emergency Id for the System.

AT NO TIME WILL TEST CHANGES BE PROMOTED INTO PRODUCTION WITHOUT PROPER AUTHORIZATION.

In an Emergency with an Ideal program, an Ideal Control person must place any changed members into production status within the test environment.

For systems that make use of CA/Librarian, an Emergency Id has been setup for each system. This Emergency Id has two uses:

 1) At any time when a program is logged out and being worked on and a production change must be made to the program before the first program copy can be moved back into production.
  The Emergency Id gives an Application Group the ability to log out a program twice. Extreme care must be taken when doing this. It is the Application Group responsibility to reconcile the two different program versions -

CA/Librarian will NOT perform this task. Please be forewarned!

 2) During off-hours the Emergency Id will allow an programmer to create a work order an check the program out to oneself, and to move the changed program(s) into the operations Librarian master file.

 Please see the CA/Librarian Processing

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION | INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

documentation for more details.

12xx.11 BACKUP PROCEDURES

The following outlines the various areas and what each area is to backup.

DRM is responsible for

1) backing up all production CA/DATACOM/DB datasets.
This backup is for the sole purpose of providing forward and backward recover of the CICS Production Region. This backup is NOT to be used to provide backup capabilities for batch application programs.

2) backing up test and stag Ideal source code.

QAS is responsible for

1) backing up all production partition datasets and test and production librarian master files.

2) compress production JSF application datasets and librarian associated LOADLIBS based upon changes.

Application Groups are responsible for

1) backing up all production sequential, VSAM or user defined datasets via a JSF job.

2) compressing all non-JSF production partition datasets via a JSF job.

3) compressing all test LOADLIBS (batch and on-line).

REMEMBER - on-line LOADLIBS must be compressed when CICS is down, must be created with no secondary allocations.

See automatic job discussion within JSF Running of non-Prod Jobs topic.

4) backing up all test/stag non-Ideal, non-librarian source code, all test/stag data and all test/stag CA/DATACOM/DB datasets.

STANDARDS AND PROCEDURES		
ARIZONA DEPARTMENT OF ADMINISTRATION		INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

12XX.12 JSF MESSAGES and CODES

1A-JOB NAME MUST BE NON-BLANK

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME MAKING SURE YOU ENTER A NON-BLANK JOB NAME. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST
OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

1B-SYSTEM ID MUST BE COMPOSED OF 3 ALPHABETIC CHARACTERS

USUALLY A KEYING ERROR, RECHECK ENTERED SYSTEM ID. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

1C-OPERATOR CODE MUST BE 3 ALPHEBTIC & 1 NUMERIC CHARACTERS

USUALLY A KEYING ERROR, REENTER YOUR OPERATOR CODE. OTHERWISE, CONTACT YOUR SUPERVISOR.

1D-PLEASE SIGNON WITH $OP02 WHEN WORKING WITH SYSTEM DAF.

PLEASE SIGNON WITH TSO USERID $OP02 TO ACCESS JSF FOR USE WITH THE DAF SYSTEM. FOR ALL OTHER SYSTEMS, PLEASE USE TSO USERID $OP01.

1E-IDEAL PROMOTIONAL SCREEN WAS DISPLAYED INFORMATIONAL MESSAGE ONLY.

JOB $DRLMODC WAS REQUESTED AND THE ADDITIONAL IDEAL PROMOTE SCREEN WAS DISPLAYED TO OBTAIN ADDITIONAL INFORMATION.

1F-LIBRARY TYPE MUST ONLY BE JOB, JCL, PROC, PARM, ERR, CLIST, PNLS, MSGS,SKE

USUALLY A KEYING ERROR, RECHECK ENTERED PROMOTE LIBRARY TYPE. OTHERWISE THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

1G-PROMOTE LIBRARY TYPE (SCREEN VALUE) MUST BE BLANK

USUALLY A KEYING ERROR, RECHECK PROMOTE LIBRARY TYPE. PROMOTE LIBRARY TYPE MUST BE BLANK WHEN A STRANGER TAPE NUMBER IS SPECIFIED. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

1H-UNEXPECTED ERROR READING JOB NAME (SCREEN VALUE) AFTER THE JOBCARD

USUALLY A DASD / MAINFRAME ERROR. INITIAL READING OF THE JOBCARD WAS OK. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

1I-STRANGER TAPE NUMBER MUST BE BLANK FOR JOB NAME(SCREEN VALUE)

USUALLY A KEYING ERROR, RECHECK ENTERED STRANGER TAPE NUMBER. THE STRANGER TAPE NUMBER MUST BE BLANK WHEN THE PROMOTE LIBRARY TYPE IS USED. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

1J-MEMBER NAME MUST BE NON-BLANK WHEN LIBRARY TYPE IS NON-BLANK

USUALLY A KEYING ERROR, RECHECK ENTERED MEMBER NAME. MEMBER NAME MUST BE BLANK WHEN THE PROMOTE LIBRARY TYPE IS BLANK. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

1K-JOB NAME (SCREEN VALUE) MUST START WITH AN $, #, OR @ SIGN ONLY

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION | INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

1L-UNEXPECTED ERROR,(DATASET NAME) DOES NOT EXIST FOR JOB NM/SYSTEM ID

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME AND SYSTEM ID. THE JOBLIB FOR THE SPECIFIED JOB NAME AND SYSEM ID DOES NOT EXIST. (DATASET NAME) = FIRST 3 CHARACTERS OF JOB NAME + 'P.' + SYSTEM ID + '.JOBLIB'. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

1M-UNEXPECTED ERROR READING JOBCARD INFO FROM JOB NAME (SCREEN VALUE)

USUALLY A KEYING ERROR, RECHECK JOB NAME AND SYSTEM ID. THE JOB DOES NOT EXIST WITHIN THE EXPECTED JOBLIB, OR SOME OTHER UNEXPECTED ERROR. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

1N-MAY NOT SPECIFY AN CXX DATASET WITHIN JCL (USE A DRM PROC)

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

1O-UNEXPECTED ERROR WRITING TO THE JSF TEMPORARY DATASET

USUALLY A DASD / MAINFRAME ERROR. JSF TEMPORARY DATASET IS PLACED ON A WORK PACK. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

1P-ENTERED OPERATOR CODE DOES NOT EXIST IN THE OPERATOR ID TABLE

USUALLY A KEYING ERROR, REENTER YOUR OPERATOR CODE. OTHERWISE CONTACT YOUR SUPERVISOR.

1Q-JOB (SCREEN VALUE) OF SYSTEM(SCREEN VAL) WAS SUCCESSFULLY SUBMITTED

SUCCESSFUL JOB SUBMISSION MESSAGE - NO ERROR OCCURRED.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

1R-REQUIRED JSF USER ID/PASSWORD NOT FOUND IN BATCH RACF TABLE

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME AND SYSTEM ID. THE BATCH USER ID DETERMINED FROM THE JOB NAME AND SYSTEM ID IS NOT LOCATED WITHIN THE BATCH ID SECURITY TABLE. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

1S-UNABLE TO ALLOCATE (DATASET NAME) AT THIS TIME

USUALLY A DASD / MAINFRAME SYSTEM ERROR. THE JOBLIB WAS NOT ABLE TO BE ALLOCATED EVEN THOUGH IT EXISTS. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. THE SPECIFIED DATASET MAY BE OPENED BY TSO OR BY A USER BATCH PROGRAM - CONTACT USER TO SEE IF DATASET OPENED. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

1T-UNABLE TO ALLOCATE JSF TEMPORARY DATASET FOR SUBMISSION

USUALLY A DASD / MAINFRAME SYSTEM ERROR. THE TEMPORARY DATASET NEEDED TO PLACE ACTUAL JCL UNTIL SUBMISSION WAS NOT ABLE TO BE ALLOCATED. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

1U-UNABLE TO ALLOCATE A NEW JSF LOG FILE

USUALLY A DASD / MAINFRAME SYSTEM ERROR. THE JSF LOG FILE PRINT JOB WAS LAST RUN AND NOW A NEW LOG FILE NEEDS TO BE ALLOCATED. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

1V-UNABLE TO ALLOCATE EXISTING JSF TEMPLOG FILE FOR MODIFICATION

USUALLY A DASD / MAINFRAME SYSTEM ERROR. JSF TEMPLOG FILE DOES EXIST. SOMEONE MAY BE BROWSING THE JSF TEMPLOG FILE - IF SO, HAVE THEM LOG OFF.THEN, LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

1W-JOB NAME (SCREEN VALUE) INVALID FOR LIBRARY TYPE/MEMBER NAME USAGE

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME. THE ENTERED JOB NAME IS NOT ALLOWED TO USE THE LIBRARY TYPE OR MEMBER NAME FIELDS. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

1X-UNEXPECTED ERROR, (DATASET NAME) DOES NOT EXIST

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME AND SYSTEM ID. OTHERWISE, REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

1Y-MEMBER (SCREEN VALUE) ALREADY EXISTS WITHIN THE PRODUCTION LIBRARY

USUALLY A KEYING ERROR, RECHECK ENTERED PROMOTE LIBRARY TYPE AND MEMBER NAME. ALSO, WAS THE $QANEW JOB ALREADY RAN FOR THE ENTERED MEMBER NAME? THE $QANEW JOB MAY ONLY BE RUN ONCE PER JOB NAME. OTHERWISE, REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

 1Z-DATASET NAME (MEMBER NAME) WAS SUCCESSFULLY ADDED IN PRODUCTION

 SUCCESSFUL NEW MEMBER ADDED INTO PRODUCTION MESSAGE - NO ERRORS.

 2A-JOB NAME (SCREEN VALUE) MUST START WITH AN # OR @ SIGN ONLY

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

 2B-A DRM OR QAS JOB MAY NOT BE PROMOTED USING JSF

USUALLY A KEYING ERROR. RECHECK SYSTEM ID. A MEMBER FOR SYSTEM IDS DRM QAS MAY NOT BE PROMOTED USING JSF. OTHERWISE, THE

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2C -UNDEFINED SYSTEM ID, RECHECK ENTERED SYSTEM ID, THEN CALL QA

USUALLY A KEYING ERROR. RECHECK SYSTEM ID. SYSTEM ID DOES NOT EXISTS WITHIN TABLE. NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY IF A NEW SYSTEM ID NEEDS TO BE ADDED. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2D-UNEXPECTED ERROR WHILE READING CURRENT PRODUCTION JOB (SCREEN VALUE)

USUALLY A DASD / MAINFRAME ERROR. RECHECK JOB NAME AND SYSTEM ID. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

2E-UNEXPECTED ERROR WHILE WRITING NEW BACKUP JOB (SCREEN VALUE)

USUALLY A DASD / MAINFRAME ERROR. RECHECK JOB NAME AND SYSTEM ID. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

2F-UNEXPECTED EOF WHILE READING (DATASET NAME)

USUALLY THE PROGRAMMER LEFT THE REQUIRED //*ACCT CONTROL CARD OUT OF THE MEMBER LISTED IN THE (DATASET NAME). THE REQUEST IS INVALID. REPLY REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2G-CLASS NOT FOUND IN THE JOBCARD OF (DATASET NAME)

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2H-MSGCLASS NOT FOUND IN THE JOBCARD OF (DATASET NAME)
THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

STANDARDS AND PROCEDURES				
ARIZONA DEPARTMENT OF ADMINISTRATION				INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations	
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)	
Document:		Title:		

2I-//*ACCT= NOT FOUND AFTER THE JOBCARD OF (DATASET NAME)

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. THE REQUIRED //*ACCT CARD DID NOT CORRECTLY FOLLOW THE JOBCARD. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2J-//*ROOM= NOT FOUND AFTER THE JOBCARD OF (DATASET NAME)

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. THE REQUIRED //*ROOM CARD DID NOT CORRECTLY FOLLOW THE JOBCARD. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2K-UNEXPECTED ERROR WRITING QA STUB FOR (DATASET NAME)

USUALLY A DASD / MAINFRAME ERROR. RECHECK ENTERED JOB NAME AND SYSTEM ID. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

2L-INVALID CLASS VALUE FOUND IN THE JOBCARD OF (DATASET NAME)

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2M-INVALID MSGCLASS VALUE FOUND IN THE JOBCARD OF (DATASET NAME)

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2N-UNEXPECTED ERROR WHILE WRITING NEW PRODUCTION JOB

USUALLY A DASD / MAINFRAME ERROR. RECHECK JOB NAME AND SYSTEM ID. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION | INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

2O-UNEXPECTED ERROR WHILE READING (DATASET NAME)

USUALLY A DASD / MAINFRAME ERROR. RECHECK ENTERED JOB NAME AND SYSTEM ID. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

2P-//*ROOM= (NEW PRODUCTION ROOM) VALUE IS BLANK

 THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2Q-UNEXPECTED ERROR WHILE READING (DATASET NAME)

 USUALLY A DASD / MAINFRAME ERROR. RECHECK ENTERED JOB NAME AND SYSTEM ID. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

2R-INVALID SIGNON FOUND IN (DATGASET NAME)

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2S-INVALID SYSOUT=(CLASS VALUE FOUND IN (DATASET NAME)

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2T-INVALID SYSOUT= CLASS VALUE FOUND IN (DATASET NAME)

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION | INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

2U-INVALID SYSDA PARAMETER FOUND IN (DATASET NAME)

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2V-//*ACCT= (NEW PRODUCTION ACCOUNT NUMBER) VALUE IS BLANK

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2W-//*PNAM= (NEW PRODUCTION BANNER) VALUE IS BLANK

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

2X-PROD MEMBER DOES NOT CURRENTLY EXIST, MUST GO THRU QA FIRST

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME AND SYSTEM ID. OTHERWISE, REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

 2Y-DATASET NAME (MEMBER NAME) WAS SUCCESSFULLY PROMOTED INTO PRODUCTION

SUCCESSFUL PROMOTION OF TEST MEMBER INTO PRODUCTION MESSAGE.

2Z-(DATASET NAME) DOES NOT EXISTS

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME, SYSTEM ID AND PROMOTE LIBRARY TYPE. THE SPECIFIED DATASET & MEMBER NAME MUST EXIST IN ORDER TO CONTINUE THE PROCESS. OTHERWISE, REQUEST IS INVALID REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3A-MEMBER NAME MUST START WITH AN $ SIGN AND AGENCY ID

USUALLY A KEYING ERROR, RECHECK ENTERED MEMBER NAME. FOR THE $QANEW JOB WITH PROMOTE LIBRARY TYPES OF 'JOB' OR 'JCL', THE MEMBER NAME MUST START WITH AN $ SIGN PLUS THE AGENCY ID

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION | INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

ASSOCIATED WITH THE ENTERED SYSTEM ID. OTHERWISE, REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3B-AGENCY ID WITHIN JOB NAME (NAME) DOES NOT MATCH ENTERED SYSTEM ID

USUALLY A KEYING ERROR. RECHECK ENTERED JOB NAME AND SYSTEM ID. THE AGENCY ID STORED FOR THE ENTERED SYSTEM ID DOES NOT AGREE WITH THE SECOND AND THIRD CHARACTERS OF THE JOB NAME. OTHERWISE, REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3C-A STRANGER TAPE JOB MAY ONLY HAVE 1 JOB STEP

THE JCL IS NOT WITHIN STANDARDS, SUBMISSION OF JOB HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3D-A STRANGER TAPE JOB MUST USE THE IBM UTILITY IEBGENER

THE JCL IS NOT WITHIN STANDARDS, SUBMISSION OF JOB HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3E-A STRANGER TAPE JOB MAY ONLY USE IBM UTILITY IEBGENER ONCE

THE JCL IS NOT WITHIN STANDARDS, SUBMISSION OF JOB HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3F-A STRANGER TAPE JOB MAY ONLY REFERENCE THE INPUT TAPE ONCE

THE JCL IS NOT WITHIN STANDARDS, SUBMISSION OF JOB HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3G-INVALID CONTROL NUMBER FOUND, JOB NOT SUBMITTED, CALL QA

THE JCL IS NOT WITHIN STANDARDS, SUBMISSION OF JOB HAS STOPPED. THE CONTROL NUMBER FOR THE ENTERED SYSTEM ID DOES NOT MATCH

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION | INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

THE CONTROL NUMBER USED WITHIN THE JCL. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE. ALSO NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

3H-TEST/STAG LIBRARY FOR SPECIFIED SYS ID/LIB TYPE DOES NOT EXIST

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME AND SYSTEM ID. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE AND CODE..

3I-TEST/STAG MEMBER DOES NOT EXISTS WITHIN THE TEST/STAG LIBRARY

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME AND SYSTEM ID. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE AND CODE.

3J-(DATASET NAME) WAS SUCCESSFULLY DELETED FROM PRODUCTION

SUCCESSFUL DELETION OF A PRODUCTION MEMBER MESSAGE - NO ERRORS.

3K-MEMBER STILL EXISTS WITHIN THE TEST LIBRARY FOR LIB TYPE (VALUE)

UNABLE TO DELETE PRODUCTION MEMBER UNTIL TEST MEMBER FOR THE SPECIFIED LIBRARY TYPE HAS BEEN DELETED BY THE PROGRAMMER. REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

 3L-MUST NOT USE DBUTLXXX/MUFXXX/LIBRXXX WITHIN CICS SUBMITTED JOBS

THE JCL IS NOT WITHIN STANDARDS, PROMOTION OF MEMBER HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3M-MEMBER NAME MUST START WITH AN (VALUE) SIGN AND AGENCY ID

USUALLY A KEYING ERROR, RECHECK ENTERED MEMBER NAME. FOR THE $PMOVE JOB WITH PROMOTE LIBRARY TYPES OF 'JOB' OR 'JCL', THE MEMBER NAME MUST START WITH AN #/@ SIGN PLUS THE AGENCY ID

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

ASSOCIATED WITH THE ENTERED SYSTEM ID. OTHERWISE, REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3N-MEMBER NAME MUST START WITH AN (VALUE) SIGN AND AGENCY ID OR BE FREEFORM

USUALLY A KEYING ERROR, RECHECK ENTERED MEMBER NAME. FOR THE $QANEW JOB, THE MEMBER NAME MUST START WITH AN $ SIGN PLUS THE AGENCY ID ASSOCIATED WITH THE ENTERED SYSTEM ID, OR BE FREEFORM (ANY NAME BUT STARTING WITH $). OTHERWISE, REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3O-MEMBER NAME MUST START WITH AN (VALUE) SIGN AND AGENCY ID OR BE FREEFORM

USUALLY A KEYING ERROR, RECHECK ENTERED MEMBER NAME. FOR THE $PMOVE JOB, THE MEMBER NAME MUST START WITH AN # SIGN PLUS THE AGENCY ID ASSOCIATED WITH THE ENTERED SYSTEM ID, OR BE FREEFORM (ANY NAME BUT STARTING WITH #). OTHERWISE, REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3P-MEMBER NAME (SCREEN VALUE) MUST BE BLANK

USUALLY A KEYING ERROR, RECHECK PROMOTE LIBRARY TYPE. MEMBER NAME MUST BE BLANK WHEN A STRANGER TAPE NUMBER IS SPECIFIED. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3Q-LIBRARIAN PROMOTIONAL SCREEN WAS DISPLAYED

INFORMATIONAL MESSAGE ONLY. SUCCESSFUL DISPLAY OF THE LIBRARIAN PROMOTIONAL SCREEN.

3R-INVALID RUN AUTHORIZATION FOR JOB NAME (SCREEN VALUE)

USUALLY A KEYING ERROR, RECHECK RUN AUTHORIZATION, MAKING SURE SPELLING IS EXACTLY CORRECT (NO SPACES, PERIODS, ETC.). RECHECK SYSTEM ID FOR CORRECTNESS. OTHERWISE, THE REQUEST IS INVALID.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3S-INVALID RUN AUTHORIZATION FOR THE SPECIFIED SYSTEM ID / JOB NAME

USUALLY A KEYING ERROR, RECHECK RUN AUTHORIZATION, MAKING SURE SPELLING IS EXACTLY CORRECT (NO SPACES, PERIODS, ETC.). RECHECK SYSTEM ID FOR CORRECTNESS. ALSO, MAY TRY A BLANK RUN AUTHORIZATION IN CASE THIS JOB DOES NOT REQUIRE ONE. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3T-RUN AUTHORIZATION IS REQUIRED FOR THE SPECIFIED SYS ID/JOB NAME

USUALLY A KEYING ERROR, RECHECK RUN AUTHORIZATION, MAKING SURE SPELLING IS EXACTLY CORRECT (NO SPACES, PERIODS, ETC.). RECHECK SYSTEM ID FOR CORRECTNESS. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3U-MEMBER NAME MUST NOT BE BLANK

USUALLY A KEYING ERROR, RECHECK ENTERED AFIS II MEMBER NAME. MAKE SURE YOU KEYED IN A NON-BLANK AFIS II MEMBER NAME. OTHERWISE, THE REQUEST IS
INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3V-UNABLE TO ALLOCATE A NEW JSF TEMPLOG FILE

USUALLY A DASD / MAINFRAME SYSTEM ERROR. LOGOFF FROM $OP01, THEN LOG BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE DURING NEXT BUSINESS DAY WITH RETURN CODE.

3W-EMERGENCY MOVE MAY ONLY BE Y OR N

USUALLY A KEYING ERROR, RECHECK ENTERED EMERGENCY MOVE VALUE. THIS MUST BE ONLY AN 'Y', OR A 'N'.

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

3X-MEMBER STILL EXISTS WITHIN THE STAG LIBRARY FOR LIB TYPE (VALUE) UNABLE TO DELETE PRODUCTION MEMBER UNTIL STAG MEMBER FOR THE SPECIFIED LIBRARY TYPE HAS BEEN DELETED BY THE PROGRAMMER. REQUEST IS INVALID.

REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3Y-RUN AUTHORIZATION MUST NOT BE BLANK, ENTER REQUESTER NAME

USUALLY A KEYING ERROR, ENTER A NON-BLANK RUN AUTHORIZATION NAME. IF REQUEST WAS BY A PHONE CALL, ENTER CALLING PERSON'S NAME. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

3Z-INVALID RUN AUTHORIZATION FOR JOB NAME (VALUE) & LIB TYPE (VALUE)

USUALLY A KEYING ERROR, RECHECK ENTERED RUN AUTHORIZATION, MAKING SURE SPELLING IS EXACTLY CORRECT (NO SPACES, PERIODS, ETC.). RECHECK ENTERED SYSTEM ID FOR CORRECTNESS. ENTERED PERSON NAME IS NOT VALID FOR THE GIVEN JOB NAME AND PROMOTE LIBRARY TYPE. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

4A-LIBRARY TYPE MUST ONLY BE JOB, JCL, PROC, PARM, CLIST, PNLS, MSGS, SKEL

USUALLY A KEYING ERROR, RECHECK ENTERED PROMOTE LIBRARY TYPE. OTHERWISE THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

4B-A NON-BLANK CONTROL9 (CT9) PASSWORD MUST BE ENTERED

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION | INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

USUALLY A KEYING ERROR, RECHECK THAT YOU ENTERED A NON-BLANK CONTROL9 (CT9) PASSWORD ON THE PROMOTE IDEAL PROGRAMS INTO PRODUCTION SCREEN.

4C-MOVE TYPE MAY ONLY BE A OR P

USUALLY A KEYING ERROR, RECHECK THAT YOU ENTERED EITHER AN 'A' OR AN 'P' FOR MOVE TYPE ON THE PROMOTE IDEAL PROGRAMS INTO PRODUCTION SCREEN. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

4D-USAGE TYPE MAY ONLY BE O OR B

USUALLY A KEYING ERROR, RECHECK THAT YOU ENTERED EITHER AN 'O' OR AN 'B' FOR USAGE TYPE ON THE PROMOTE IDEAL PROGRAMS INTO PRODUCTION SCREEN. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

4E-A NON-BLANK PGM1 VALUE MUST BE ENTERED

USUALLY A KEYING ERROR, RECHECK THAT YOU ENTERED A NON-BLANK VALUE IN THE PGM1 FIELD ON THE PROMOTE IDEAL PROGRAMS INTO PRODUCTION SCREEN. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

4F-INDICATED SYSTEM HAS BEEN DISABLED FOR JSF PROCESSING, CALL QA

IF NEEDED, CALL QA IF YOU GET THIS ERROR MESSAGE. THE INDICATED SYSTEM MAY NOT USE JSF AT CURRENT TIME - MAINTENANCE MAY BE IN PROGRESS ON ITS JOBLIB, ETC.

4G-CURRENT JSF TEMPLOG FILE CURRENTLY BUSY, TRY AGAIN

USUALLY A DASD / MAINFRAME SYSTEM ERROR. LOGOFF FROM $OP01, THEN log BACK ON AND RETRY THE JOB. OTHERWISE, NOTIFY QUALITY ASSURANCE AS SOON AS POSSIBLE.

4J-LIBRARY TYPE MUST BE JCL FOR A PCOPY

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION | INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

USUALLY A KEYING ERROR, RECHECK ENTERED PROMOTE LIBRARY TYPE. OTHERWISE THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

4K-PROD MEMBER IN JOBLIB DOES NOT EXIST, USE SAME MEMBER NAME

USUALLY A KEYING ERROR, RECHECK ENTERED JOB NAME, LIBRARY TYPE AND SYSTEM ID. FOR A ERRLIB MEMBER TO BE PROMOTED, A MEMBER WITH THE SAME (PRODUCTION) NAME MUST EXIST WITHIN THE PRODUCTION JOBLIB. OTHERWISE, THE REQUEST IS INVALID. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

4L-PGM=DITTO MAY ONLY BE USED ONCE WITHIN A STRANGER TAPE JOB

THE JCL IS NOT WITHIN STANDARDS, SUBMISSION OF JOB HAS STOPPED. REPLY TO REQUEST OF SENDER WITH ENTIRE ERROR MESSAGE AND CODE.

OBJECT: Forms (Please use the forms that are in EMAIL)

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

The following forms are used by the JOB SUBMISSION FACILITY. Please use the copy of these forms that are in EMAIL (unless you do not have access to EMAIL). The forms are found here is this order:

DOADC-040 ONE-TIME PROD RUN (QA folder)
DOADC-124 PROMOTE LIBRARIAN (Operations folder)
DOADC-142 PROMOTE PDS MEMBER (Operations folder)
DOADC-170 NON-PROD RUN REQUEST (QA folder)
DOADC-373 PROMOTE IDEAL PGMS (Operations folder)

FORM: DOADC-040 ONE-TIME PROD RUN (QA folder)

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

DOADC-040   ONE-TIME PRODUCTION RUN REQUEST
                              (Send to QA via EMAIL BY 13:00)

JOB NAME ===>   (see note)   with SYSTEM ID ===>

RUN AUTHORIZATION: This form MUST be FORWARDED BY   QUALITY
ASSURANCE   or it is invalid.

Please Submit Via the JOB SUBMISSION FACILITY

OPERATIONS: This job should be run upon receipt and should be
ran prior to 18:00. This job must be MONITORED by operations.

NOTE FOR REQUESTER: Requester validates that this is a one-time
production run that will - not change any production data, - will not copy production data, -
will only be for setup (changing or
adding file sizes, GDGs, etc.)

Requester notes: -- FOR OPERATIONS USE
ONLY --
>
>   JOB NUMBER: _____

>   >   DATE: _____
>
>   START TIME: _____
>
>   FINISH TIME: _____
>
>   RETURN CODES: _____
>
DOADC-040 04/03/92   INITIALS: _____

DOADC-124   PROMOTE LIBRARIAN MEMBER INTO PRODUCTION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

MUST BE INTO OPERATIONS
BY 1700 TO BE PROCESSED
THE SAME DAY

EMAIL FORMS SUBMITTED AFTER
1700 WILL REQUIRE AUTHORIZATION
FROM THE PROJECT MANAGER TO A
OPERATIONS SHIFT SUPERVISOR
TO BE PROCESSED THAT DAY

EMERGENCY ID: TO BE USED IN PLACE OF AUTHORIZED SIGNER.

JOB NAME: $QASLIBR   SYSTEM ID: WORK ORDER #:
           --------   ---------------------
NOTE: MEMBER TYPE IS USED ONLY IF THERE ARE DUPLICATE MEMBER NAMES

```
                                           OPERATIONS USE ONLY
                                        _____
            MEMBER  MEMBER             | JOB    START  END   RC INITS
    SEQ#    NAME    TYPE               | NUMBER TIME
                                       |
    ---   -------- -------             |------ ----- ----- -- -----
                                       |
    ---   -------- -------             |------ ----- ----- -- -----
                                       |
    ---   -------- -------             |------ ----- ----- -- -----
    _____
            CUSTOMER OPTIONS (MUST BE COMPLETED)
```

    MUST BE "SUCCESSFULLY" RUN BEFORE ANY PRODUCTION JOBS WITH THE
--- SAME SYSTEM ID CAN RUN (YES/NO)?

    UPON ABEND CONTACT AFTER HOURS (YES/NO)?

    EMERGENCY MOVE (YES/NO)?   IF SUBMITTED AFTER 1700 ONLY.
_____

OPERATIONS USE ONLY   DATE: _____   INITS: _____

FORM: DOADC-142 PROMOTE PDS MEMBER (Operations folder)

DOADC-142   PROMOTE MEMBER INTO PRODUCTION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

MUST BE INTO OPERATIONS
BY 1700 TO BE PROCESSED
THE SAME DAY

EMAIL FORMS SUBMITTED AFTER
1700 WILL REQUIRE AUTHORIZATION
FROM THE PROJECT MANAGER TO A
OPERATIONS SHIFT SUPERVISOR
TO BE PROCESSED THAT DAY

JOB NAME: _____   (@PMOVE, #PMOVE, @PCOPY, #PCOPY, $DELET)

SYSTEM ID: _____   EMERGENCY ID:_____   TO BE USED IN PLACE OF
                                                 AUTHORIZED SIGNER.

RFS NUMBER:_____

LIBRARY TYPE: _____   (JOB, JCL, PARM OR PROC)

MEMBER NAME	(RC)	MEMBER NAME	(RC)	MEMBER NAME	(RC)
----------	-----	----------	-----	----------	----
----------	-----	----------	-----	----------	----
----------	-----	----------	-----	----------	----

_____ _____
CUSTOMER OPTIONS (MUST BE COMPLETED)

__ MUST BE "SUCCESSFULLY" RUN BEFORE ANY PRODUCTION JOBS WITH THE
    SAME SYSTEM ID CAN RUN (YES/NO)?

__ UPON ABEND CONTACT AFTER HOURS (YES/NO)?

__ EMERGENCY MOVE (YES/NO)?   IF SUBMITTED AFTER 1700 ONLY.

_____ _____
CUSTOMER COMMENTS:

_____
OPERATIONS USE ONLY
 DATE _____   TIME _____   INITS _____
FORM: DOADC-170 NON-PROD RUN REQUEST (QA folder)

STANDARDS AND PROCEDURES	
ARIZONA DEPARTMENT OF ADMINISTRATION	INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

DOADC-170   NON-PROD RUN REQUEST
                    (Send to HDS PARS via EMAIL BY 16:00)

    JOB NAME ===>   (see note)   with SYSTEM ID ===>

    RUN AUTHORIZATION: (use EMAIL FORWARDED ... BY or FROM name)

  Please Submit Via the JOB SUBMISSION FACILITY

           OPERATIONS: Please run this job upon receipt.

NOTE FOR REQUESTER: Requester validates that this is a test or
stag job only. Operations will not monitor this job, will not
notify anyone and will do no error resolution on this job.

    Requester notes: -- FOR OPERATIONS USE ONLY --
    >
    >   JOB NUMBER: _____
    >
    >   DATE: _____
    >
    >   START TIME: _____
    >
    DOADC-170 04/03/92   INITIALS: _____

    FORM: DOADC-373 PROMOTE IDEAL PGMS (Operations folder)

    DOADC-373   PROMOTE IDEAL PROGRAMS INTO PRODUCTION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

MUST BE INTO OPERATIONS
BY 1700 TO BE PROCESSED
THE SAME DAY

EMAIL FORMS SUBMITTED AFTER
1700 WILL REQUIRE AUTHORIZATION
FROM THE PROJECT MANAGER TO A
OPERATIONS SHIFT SUPERVISOR
TO BE PROCESSED THAT DAY

JOB NAME: $QASMODC   SYSTEM ID:_____ TSO USER ID: _____

EMERGENCY ID: TO BE USED IN PLACE OF AUTHORIZED SIGNER.

MOVE TYPE:_____   (A OR P)   USAGE TYPE: _____   (O OR B)

PROGRAM NAMES

_____ _____ _____ _____

_____
CUSTOMER OPTIONS (MUST BE COMPLETED)

____ MUST BE "SUCCESSFULLY" RUN BEFORE ANY PRODUCTION JOBS WITH THE
SAME SYSTEM ID CAN RUN (YES/NO)?

____ UPON ABEND CONTACT AFTER HOURS (YES/NO)?

____ EMERGENCY MOVE (YES/NO)?   IF SUBMITTED AFTER 1700 ONLY.
_____

OPERATIONS USE ONLY

JOB #:   _____

DATE: _____

START TIME: _____

END TIME: _____

RC: _____

INITS: _____

2.3. Scope

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION   INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

2.4.   **Responsibilities**

2.5.   **Definitions and Abbreviations**

2.6.   **Description of Standard**

2.7.   **Implications**

2.8.   **References**

2.9.   **Attachments**

3.   (TITLE) PROCEDURES

3.1.   **Summary of Procedure Changes**

3.2.   **Procedure Details**

3.3.   **References**

3.4.   **Attachments**

4.   (TITLE) PROCEDURES

4.1.   **Summary of Procedure Changes**

4.2.   **Procedure Details**

4.3.   **References**

4.4.   **Attachments**

5.   (TITLE) PROCEDURES

5.1.   **Summary of Procedure Changes**

5.2.   **Procedure Details**

5.3.   **References**

STANDARDS AND PROCEDURES

ARIZONA DEPARTMENT OF ADMINISTRATION INFORMATION SERVICES DIVISION

Section:	01	Title:	Operations
Sub Section:	06	Title:	JOB SUBMISSION FACILITY (JSF)
Document:		Title:	

5.4.   Attachments